



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

4 June 2001

AMCPE-C (570)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AMC Guidance on Government Hiring Controls

1. Reference memorandum, Office of the Acting Secretary of the Army, 23 Feb 01, subject: Department of the Army Hiring Controls (enclosure 1).

2. The above reference provides the Department of the Army guidance for filling vacant supervisory and managerial positions under the President's initiative to reduce the number of high-level managerial positions in the Federal Government. The U.S. Army Materiel Command (AMC) has established the following implementing procedures.

a. Authority to review and fill supervisory and managerial positions in all pay plans is delegated to major subordinate commanders/directors and heads of separate reporting activities, whose deputies or chiefs of staff may act for them; to commanders/directors of major AMC activities/installations such as depots and research and development centers; and to Headquarters, AMC staff principals at senior executive or general officer level.

b. This guidance applies to all vacant, appropriated fund supervisory and managerial positions other than Army exceptions in referenced memorandum and any further Army or Defense-wide exceptions. In AMC, the Army exceptions for safety and security include positions responsible for chemical and nuclear surety, technical escort, emergency response, and quality assurance and ammunition surveillance covered by Career Program 20. Approving officials may exempt other jobs which are within the Army excepted occupations. The review requirements do not apply to noncompetitive personnel actions involving encumbered jobs or to details.

3. Approving officials should make their decisions about filling supervisory and managerial jobs based on the big picture including new missions, efficient organization after A76 studies and business process reviews, strategy for rebuilding work force skills, and actions to achieve stronger and more economical Working Capital Fund operations. If a unit does not have a current study of efficient structure, I encourage commanders and directors to undertake a review. Army Regulation 570-4, Chapter 3, Section I gives organizational and position management guidelines.

4. Decisions should be consistent with the spirit and intent of the President's initiative. The AMC organizations already have among the highest Army ratios of supervisors to employees. Approving officials should continue their practices of lean managerial structure, along with their emphasis on effective AMC operations and services. Enclosure 2 shows the supervisory ratios for each major subordinate command and large separate reporting activities as of January 2001.

AMCPE-C

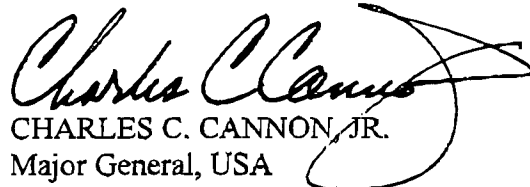
SUBJECT: AMC Guidance on Government Hiring Controls

5. Point of contact for this policy is Ms. Ray Paige, Civilian Personnel Policy Division, Office of the Deputy Chief of Staff for Personnel, DSN 767-3550, email rpaige@hqamc.army.mil.

6. AMC -- Army READINESS Command . . . Supporting Every Soldier Every Day.

FOR THE COMMANDER:

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as


CHARLES C. CANNON, JR.
Major General, USA
Chief of Staff

DISTRIBUTION: B1, H

CF:

Commander:

U.S. Army Communications-Electronics Command, ATTN: AMSEL-PT

U.S. Army Operations Support Command, ATTN: AMSOS-HR

U.S. Army Aviation and Missile Command, ATTN: AMSAM-PT-CP

U.S. Army Soldier and Biological Chemical Command,

ATTN: AMSSB-HR

U.S. Army Research Laboratory, ATTN: SMSRL-CS-HR

U.S. Army Tank-automotive Command, ATTN: AMSTA-PS

U.S. Army Stimulation, Training, and Instrumentation Command,

ATTN: AMSTI-RP

U.S. Army Materiel Command, ATTN: AMCRM



DEPARTMENT OF THE ARMY
WASHINGTON, D.C. 20310
February 23, 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Department of the Army Hiring Controls

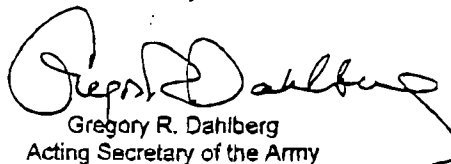
The President has communicated his goal to flatten the Federal bureaucracy and reduce the number of high-level managerial positions. In accordance with this goal, the Secretary of Defense forwarded the enclosed February 9, 2001, memorandum delegating the authority to appoint, promote, or reassign individuals to positions consistent with the President's initiative. To support the President and the Secretary of Defense, I am establishing the following procedures for filling supervisory and managerial positions in the Department of the Army.

The authority to review and fill supervisory and managerial positions under this guidance is delegated to commanders of major Army commands and the Administrative Assistant to the Secretary of the Army. This authority may be redelegated to heads of subordinate commands and activities.

The filling of all supervisory and managerial positions must be reviewed on a case-by-case basis to ensure compliance with the spirit and intent of the President's initiative. Managerial positions are those in which incumbents direct the work of an organization and are held accountable for the success of specific line and staff functions and evaluate organization effectiveness, objectives, and resource utilization.

Supervisory and managerial positions in the following categories are exempt from review and may be filled by procedures in place prior to January 20, 2001: firefighters, police and other law enforcement officers, security, child care, health care, and safety positions. You may submit additional exemptions that you believe meet the spirit and intent of this initiative to the Assistant Secretary of the Army (Manpower and Reserve Affairs) for consideration and approval.

This memorandum does not negate the direction provided by the Secretary of Defense in paragraphs b and c of his February 9, 2001, memorandum.


Gregory R. Dahlberg
Acting Secretary of the Army

Enclosure

Encl 1

DISTRIBUTION:

OFFICE, SECRETARY OF THE ARMY (JDPES-W)

COMMANDER

US ARMY EUROPE AND SEVENTH ARMY

EIGHTH US ARMY

US ARMY FORCES COMMAND

US ARMY MATERIEL COMMAND

US ARMY TRAINING AND DOCTRINE COMMAND

US ARMY CORPS OF ENGINEERS

US ARMY PACIFIC

MILITARY TRAFFIC MANAGEMENT COMMAND

US ARMY CRIMINAL INVESTIGATION COMMAND

US ARMY MEDICAL COMMAND

US ARMY MILITARY DISTRICT OF WASHINGTON

US ARMY SOUTH

US ARMY SPECIAL OPERATIONS COMMAND

US ARMY INTELLIGENCE AND SECURITY COMMAND

US ARMY SPACE AND MISSILE DEFENSE COMMAND

US MILITARY ENTRANCE PROCESSING COMMAND

US ARMY RECRUITING COMMAND

US ARMY RESERVE PERSONNEL COMMAND

US ARMY TEST AND EVALUATION COMMAND

US SOUTHERN COMMAND

SUPERINTENDENT, US MILITARY ACADEMY



THE SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

FEB 9 2001

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
INSPECTOR GENERAL, DEPARTMENT OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES
CHIEF, NATIONAL GUARD BUREAU

SUBJECT: Government Hiring Controls

By memorandum dated January 20, 2001 (Attachment 1), the Assistant to the President and Chief of Staff, Andrew H. Card, Jr., restated the President's desire to redistribute positions and resources from high-level managerial positions to front-line service delivery jobs. Office of Management and Budget Bulletin 01-05, dated January 30, 2001 (Attachment 2), provided additional guidance on implementing this initiative.

In support of the President's goals for Government reform, and to reduce management ranks, I hereby direct the following:

- a. Effective immediately, with the exceptions cited in paragraphs b and c below, addressees with appointing authority are delegated the authority to appoint, promote, or reassign individuals to positions after determining that filling the positions is consistent with the spirit and intent of the President's initiative to flatten the Federal hierarchy and reduce the number of high-level managerial positions. This responsibility may be redelegated in writing as appropriate.
- b. Due to the Department's continued downsizing requirements, including base closures, and the need to offer placement opportunities to displaced employees, positions for which registrants are referred through the DoD Priority Placement Program (PPP) are exempt from this review, as long as the position is filled through the PPP.
- c. Non-career Senior Executive Service, Schedule C and Temporary Transitional C position appointments as well as consultant/expert appointments at the Departmental and Headquarters Defense Agency levels must continue to be approved by the Secretary of Defense or designee.
- d. Addressees will establish procedures to review and approve hiring decisions to ensure that such decisions are consistent with the President's reform initiative. In order to ensure that essential Government functions are continued unimpeded, Component heads may except certain non-managerial positions, such as firefighters, police officers, and teachers, from review.

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Each addressee shall forward his or her Component's procedures, along with identified exceptions, to the Office of the Assistant Secretary of Defense for Force Management Policy by March 1, 2001.

c. Addressees shall begin to prepare plans for meeting the President's goal of reducing management ranks. OMB is expected to provide additional guidance for use in developing those plans. Further guidance from the Office of the Assistant Secretary of Defense for Force Management Policy will be forthcoming.

f. Addressees are responsible for ensuring compliance with collective bargaining obligations in implementing the provisions of this memorandum.

A handwritten signature in dark ink, appearing to be "Z. R. [unclear]", is written above the "Attachments" section.

Attachments:
As stated

OFFICE OF THE
SECRETARY OF DEFENSETHE WHITE HOUSE
WASHINGTON

JAN 22 AM 9 24

January 20, 2001

MEMORANDUM FOR THE HEADS AND ACTING HEADS OF
EXECUTIVE DEPARTMENTS AND AGENCIESFROM: ANDREW H. CARD, JR. *Andrew H. Card, Jr.*
Assistant to the President
and Chief of Staff

SUBJECT: Government Hiring Controls

The President has asked me to communicate to each of you his plan for managing the Federal employment process at the outset of his Administration. As you know, during the campaign, the President expressed his desire to make Government more responsive to the needs of citizens, more efficient, and more accountable. The President articulated his view of an effective Federal Government -- one that is citizen-centered, results-oriented, and characterized by quality of service. To help meet these important goals, the President proposed, among other things, to flatten the Federal hierarchy by redistributing positions and resources from high-level managerial positions to front-line, service delivery jobs.

In order to ensure that, from the start of this Administration, the President's appointees have the opportunity to make personnel decisions consistent with his goals for Government reform, he asks that you institute the following hiring control procedures:

1. Effective immediately, no decision relating to hiring shall be made unless and until such decision is reviewed and approved by a department or agency head appointed by the President after noon on January 20, 2001. The department or agency head may delegate this power of review and approval consistent with applicable law. These procedures are subject to such exceptions as the Director or Acting Director of the Office of Management and Budget (the "OMB") may grant as necessary to ensure the operation of essential Government functions, such as those affecting safety, health, or national security, and the provision of essential Government services, such as the delivery of social security or veterans benefits.

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1. For the longer term, every agency head will be instructed to develop a plan to permit the agency to meet the President's goal of reducing management ranks. This plan will be developed in cooperation with the Director or Acting Director of OMS.
2. The actions described in paragraph 1 should be taken in accordance with law, including, but not limited to, statutes setting minimum hiring levels and appropriating funding for such hiring.
3. The use of contracts with nongovernmental entities or persons as a means of avoiding the procedures described in paragraph 1 is not an acceptable practice.
4. The actions described in paragraph 1 do not apply to appointments made with the approval of the Assistant to the President for Presidential Personnel and Deputy to the Chief of Staff.
5. All independent agencies are encouraged to adopt the foregoing hiring controls.
6. The Director or Acting Director of OMS will issue any necessary specifics regarding the procedures described in paragraph 1.

I appreciate your cooperation. Together, with prompt and diligent implementation of this memorandum, we can begin to work toward the President's goal of ensuring that his Administration serves the American public in the most efficient and responsible manner possible.

AMC SUPERVISORY RATIOS
As of month end, January 2001

<u>MSC/SRA</u>	<u># Supv/Mgr</u>	<u># Employees</u>	<u>Ratio</u>
SBCCOM	540	5,079	1:09.41
OSC	574	6,639	1:11.57
USASAC	46	474	1:10.30
ARL	135	1,889	1:13.99
HQ AMC	85	711	1:08.36
AMCOM	795	9,961	1:12.53
TACOM	718	10,700	1:14.90
CECOM	641	8,492	1:13.25
STRICOM	44	430	1:09.77
LOGSA	48	416	1:08.67
AMSAA	23	281	1:12.22
Other	22	236	1:10.73
 AMC-Wide	 3672	 45308	 1:12.34

Source: HQ ACPERS Report ZMA-3BB, month end January 2001

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